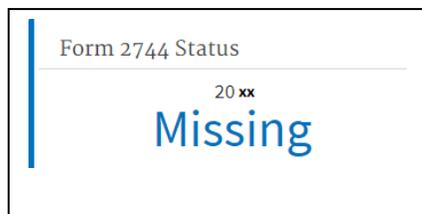


Completing the 2744 – Annual Facility Survey Network 16-18 Guide

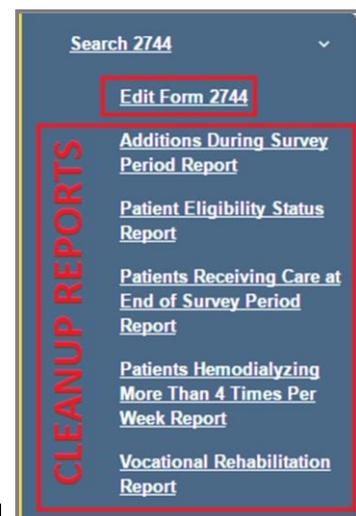
1. Log into CROWNWeb
2. From your facility dashboard, view the Form 2744 Status (bottom left).
3. Click on **Missing** link
4. Click **generate the survey**



5. Once the 2744 form opens, click **Generate** to generate counts for patients. (Form will have all "0"s until this is done)
6. Click **Save**. The message **Form 2744-Saved** displays
7. You have successfully generated the form 2744
8. Enter **Treatment** and **Staffing** information. *This can be added later if you do not have it at time of creation*
9. **Save** the form. (You must save every time you generate or changes will not be saved)
10. Resolve any errors/warnings by correcting fields in CROWNWeb

Notes:

- You must re-generate and re-save the 2744 each time you update CROWNWeb for changes to be reflected on the survey
 - After you search and click on the **ID** to bring up your survey, the **Generate** and **Save** buttons only appear when you enter your 2744 form in **Edit Mode**
 - CROWNWeb contains reports that open as Excel files you can use to assist with your data cleanup
11. Once the form is complete without errors, click **Submit for Acceptance**. The form then goes to the Network for approval or rejection.
 12. After submitting your CMS-2744 for acceptance, check the **2744 Section** of the EQRS dashboard to see if your form has been **Finalized** or **Rejected** by the Network. A status of **FINAL** does NOT mean it has been accepted – only that it has been submitted to the Network for Review



2744 Status Key			
Draft	Final	Rejected	Finalized
2744 is in progress and has not been submitted by the facility	Form has been submitted by facility but not reviewed by Network	Unaddressed Warning(s), Error(s) or other data issue has been found. See Network comments and resolve any outstanding issues before resubmitting for acceptance	Form has been accepted by the Network. No further action needed until next year.